

Town of Topsfield Board of Health
Meeting of Thursday, August 22, 2013
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, August 22, 2013 at 7:30 pm in the Conference Room. With a quorum present, Acting Chair Sheryl Knutsen called the meeting to order at 7:37 pm.

Board of Health Members present: BOH Clerk Sheryl Knutsen, RN; Vincent Guerra MD; Gerald Topping, PE; John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary

ABBREVIATIONS:

TBOH: Topsfield Board of Health
VNA: Visiting Nurse Association
DEP: Department of Environmental Protection
DPH: Department of Public Health
MRC: Medical Reserve Corps
TRMRC: Topsfield Regional Medical Reserve Corps
TBOH: Topsfield Board of Health
MEMA: Massachusetts Emergency Management Agency
FEMA: Federal Emergency Management Agency
RN: Registered Nurse

Public Information
Agenda

Vice Chair Sheryl Knutsen called the meeting to order at 7:42 pm.

APPOINTMENTS:

43 Willowdale Road Local Upgrade Approval Request Property owner Clayton Shepard and Septic Installer Robert Amor presented the Board with two local upgrade requests:

- 310 CMR 15.227(5) & 310 CMR 15.405(1) (j) Request for Rubber Boots for Waterloo Biofilter and Septic Tank
- 310 CMR 15.221(7) Request for Maximum depth from ground surface to septic tank of 42+/- inches.

Mr. Topping reminded the Board that Charles Johnson, PE met with the Board at the July 25, 2013 meeting regarding two proposed systems for this address. He reminded the Board that the requests were granted, and that the system that Mr. Shepard has chosen requires these additional local upgrade approval requests. The Board discussed the merits of rubber boots. Mr. Topping reminded the Board that at the July 25, 2013 meeting, the Board granted the use of sieve analysis for this project in lieu of percolation testing.

VOTE: Mr. Topping made a motion to grant the two variances as noted above (and recorded on the septic plan dated 8/8/13). Dr. Guerra seconded and the motion carried in a unanimous vote.

20 Arrowhead Road Request for Extension of Percolation Test Data Validity Homeowner Jerry Riordan and neighbor Guy McAdam were present for this appointment. Mr. Riordan asked the Board to request a retroactive extension of percolation test data validity. Mr. Coulon explained that at the March 22, 2012 meeting, The Board granted Mr. Riordan an extension of percolation test data validity for 20 Andrews Road to from September 9, 2009 to September

9, 2012. Mr. Coulon supported the request, indicating that no soils have been disturbed at this address and wetlands have not encroached. Mr. Topping asked Mr. McAdam to corroborate this and he did.

VOTE: Mr. Topping made a motion to extend the percolation test data for 20 Andrews Road retroactively from September 9, 2012 to September 9, 2014. Dr. Guerra seconded and the motion carried in a unanimous vote.

NEW BUSINESS:

July 25, 2013 Minutes:

Mr. Topping suggested that The Board institute a deadline date for opting out of mosquito spraying. Mr. Coulon informed the Board that state-wide enabling Legislation sets the No Spray request deadline of March 1. It was explained to the Board that the TBOH staff routinely takes requests for No Spray and those requests are tracked in the office and forwarded to our Mosquito Control District which makes every effort to honor the request even after the request deadline. Mr. Topping instructed that the Minutes to reflect the fact that the use of signs in no way is considered an official or binding request for no spraying on any section of the public way. Mr. Coulon informed the Board that the "No Spray" signs that have been seen in town are not official signs from any municipal entity, and that residents must contact the TBOH to request a "No Spray" at their address.

VOTE: Mr. Topping made a motion to accept the July 25, 2013 Minutes as written. Dr. Guerra seconded and the motion carried in a unanimous vote.

Introduction of Arthur Howe III, TRMRC Coordinator

Mr. Coulon introduced Arthur Howe III who joined the TRMRC as Coordinator this past spring. Mr. Howe informed the Board that he has 39 years of service in the field of fire fighting and he is a graduate of Dartmouth College. He reported that he is currently working on up-dating the TRMRC Data Base with plans to reach out to the 11 towns in the TRMRC region to bolster the volunteer involvement. He said that the TRMRC is "unlimited in scope," in the areas of Public Health, Emergency Preparedness and Disaster Response. The Board affirmed their confidence in Mr. Howe and welcomed him to the position.

Sheryl Knutsen, RN, Update on MEMA Table Top Exercise with FEMA

Ms. Knutsen told the Board that before John Coulon came to Topsfield, the Board of Health was focused on primarily septic issues. She commended Mr. Coulon for extending the influence of the Board of Health in the areas of Public Health and Emergency Preparedness. She noted the institution of the annual Flu Shot Clinic during the Holiday Walk and Mr. Coulon's efforts to involve the Topsfield Board of Health in state wide and regional coalitions. Ms. Knutsen then outlined the upcoming exercise that will be conducted at MEMA Headquarters, also known as 'The Bunker' in Framingham on November 6. 30 people will be in attendance, with Topsfield represented by Ms. Knutsen, Mr. Howe and others in Emergency Preparedness.

Regional Health Care Coalitions

Ms. Knutsen informed the Board that Regional Health Care Coalitions are coming and local coalitions may cease to operate. She said that DPH will be doing a presentation in September and that Health Care Systems will be coordinated for Emergency Preparedness in about two years, so changes are coming. She told the Board that towns like Brookline have "Friends of Public Health" to support public health initiatives when grant funding is cut.

HEALTH AGENT REPORT:

Monthly Case Report:

A Bat In A House

Mr. Coulon told the Board about a recent event in which he received a call in the evening about a dead bat that had been turned in at the Police Station. He described the process for packing the bat in ice and sending it via courier to the State Laboratory for rabies testing. He also contacted Sandy Larson, the Topsfield Animal Inspector, to inform her about the bat, and he contacted the homeowner who indicated he wasn't sure if anyone had been bitten. The test for rabies came back negative from the State Laboratory the next day. The Board commended Mr. Coulon for coming

back into town at 9 o'clock at night to handle this call. Ms. Knutsen and Dr. Guerra informed the Board that Rabies is 100% fatal when transmitted to humans if not treated before symptoms show up, so any possible bite from a bat or any wild animal should be reported to medical authorities. Ms. Knutsen told the Board that Rabies moves slowly through the body, about an inch a day, but when it reaches the brain, it is fatal. She also told the Board that Bat teeth are so sharp, a bat bite might not be immediately noticeable, but any suspected bat bite must be considered serious and medical authorities should be informed. The bat tested negative for rabies and all parties were notified the next day when TBOH was informed.

Tight Tank Installation Fee

Mr. Coulon told the Board that the current Fee List doesn't include a fee for the installation of a tight tank. He recommended that the fee be between the \$75.00 fee for a component replacement and the \$175 fee for a system repair. Mr. Coulon informed the Board that the permit fee will cover his inspection to verify setbacks as well as inspection of the hole, tank, gravel, and subsequent tank installation and hookup.

VOTE: Mr. Topping made a motion that the Board approve a Tight Tank Construction Permit Fee of \$100. Ms. Knutsen seconded and the motion carried in a unanimous vote.

Following the vote, Mr. Topping reminded the Board that this fee is not retroactive, but tight tanks installed after this vote will be subject to this fee

Summer Intern Project

Mr. Coulon presented the Board with the Tri-Fold prepared by DPH Summer Intern Alex Brinkert regarding Integrated Pest Management and the Children's Protection Act. He told the Board that Ms. Brinkert's project was one of 37 projects presented at the closing ceremony of the DPH Summer Intern Project in Jamaica Plain at the State Lab and the project was well received.

The Board had a discussion about the history of Public Health Mr. Topping commended the Board and its staff for the public outreach conducted by Mr. Coulon including the Spring, 2013 Tick Talk and the willingness of the Board to work together, each with their own area of expertise that lends itself well to Public Health.

Unpaid Bills:

Mr. Coulon informed the board that he met with Pam Wood, Town Accountant, and Roberta Knight, Director of Planning and Procurement in an effort to work out a way to pay the outstanding invoices for Leo Cormier and Alex Parker through the "Professional Services" line item. The issue is not yet resolved.

Ms. Knutsen made a motion to adjourn the meeting at 9:58 pm. The motion was carried in a unanimous vote.

Respectfully submitted,

Susan Winslow
Minutes Secretary